

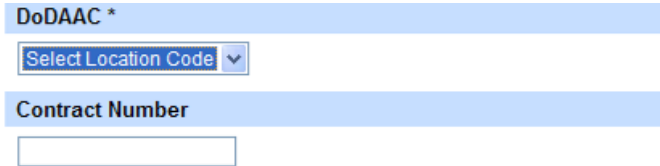


Action Required Folder

Overview If the Pay Official recalls a Receiving Report and the acceptor is the last one in the work flow the receiving report will flow to this folder. The Pay Official will recall the Receiving Report if it is not correct. You will have 2 options for corrective action; (1) Reject back to Initiator (2) Correct quantity accepted and/or add ACRN(s) on the ACRN Tab if available.


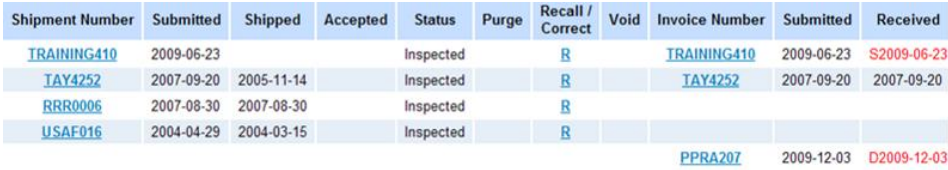
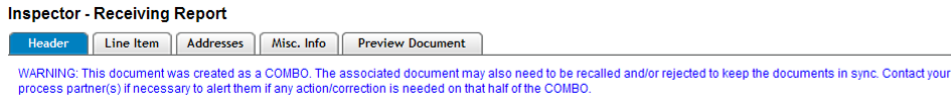

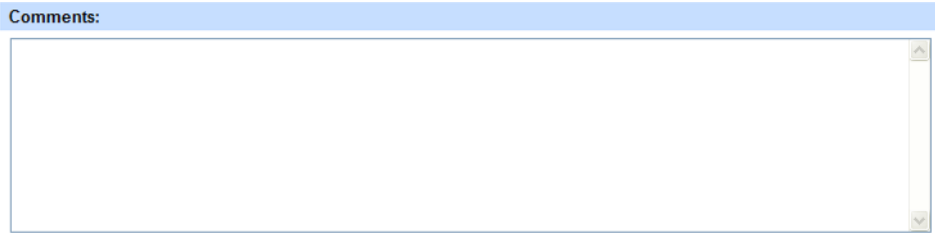

Recall Follow the steps below to take action on a receiving report that has been recalled. **Procedure**

| Step | Action |
|------|--|
| 1 | <p>After Logon, click on the Government link at the top of the screen.</p>  |
| 2 | <p>Under Inspector, Click the Recall – Action Required Folder</p>  <p>Result: The Search Criteria screen is displayed.</p> |
| 3 | <p>Select a <u>DoDAAC</u> from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p>  <p>All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.</p> |

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Action Required Folder

Procedure The steps below are continued from the previous page.
(continued)

| Step | Action |
|------|--|
| 4 | Click the Submit button.  |
| 5 | Click on a R under the one of the column headings ' Recall. '  |
| 6 | If the receiving report was created as part of a COMBO you will receive this message.  |
| 7 | If the receiving report needs to be rejected back to the Initiator for correction proceed to steps: 8-12 If you are going to correct the quantity accepted and/or ACRN tab proceed to steps: 14 – 19. |
| 8 | Click on the Misc. Info tab.  |
| 9 | Scroll down to bottom of the document and enter comments for the reason of rejection. <u>Note:</u> A comment is Mandatory to support the reject reason.  |
| 10 | Return to the Header tab and scroll to the bottom of the page  |

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Action Required Folder

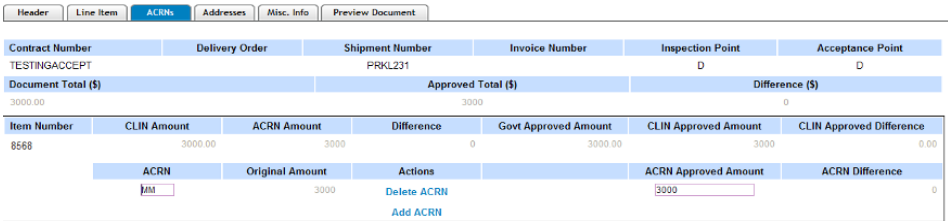
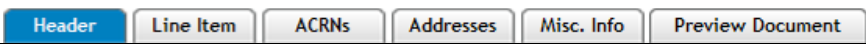
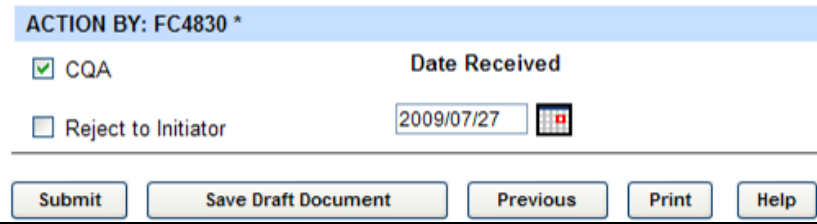

Procedure The steps below are continued from the previous page.
(continued)

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|---|----------------|-----------------|----------------|------------------------|------------------------------|-----------------|-----------------|-----------------|-------------|------|-------|----|---|--|----|--------|--------------|---------|----------------|--|----------------|-----------------|----------------|------------------------|------------------------------|--|--|-------------|--|-------------|-------------|--------------|--------------|--------------|--|--|------------------------|--|--|--|--|--|--|--|--|-----------------------|--|--|--|--|--|--|--|--|
| 11 | <ul style="list-style-type: none">• Check the Reject to Initiator checkbox, and• Click the Submit button. <div><div>ACTION BY: FC4830 *</div><div><div><input type="checkbox"/> CQA</div><div>Date Received</div></div><div><input checked="" type="checkbox"/> Reject to Initiator<div></div><div></div></div></div> <div><div>Submit</div><div>Save Draft Document</div><div>Previous</div><div>Print</div><div>Help</div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | <p>View the verification screen</p> <p>Success</p> <div>The Destination Inspection and Acceptance Receiving Report was successfully recalled and rejected.</div> <div><div>Contract Number</div><div>Delivery Order</div><div>Shipment Number</div><div>Invoice Number</div></div> <div><div>DABT6398A0029</div><div>0007</div><div>TAY4252</div><div>TAY4252</div></div> <div>Email sent to Vendor: WAWF.Team@wpafb.af.mil Email sent to Vendor: hq-wawf@dfas.mil Email sent to Janet Stotz: wawf_undel@ecedi.nit.disa.mil</div> <div>Send Additional Email Notifications</div> <div>Fri Oct 08 11:37:01 MST 2010</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | <p>Click the Line Item tab.</p> <div><div>Header</div><div>Line Item</div><div>Addresses</div><div>Misc. Info</div><div>Preview Document</div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | <p>Make any of the following changes if necessary:</p> <ul style="list-style-type: none">• Correct the Qty Accepted field.• Enter ACRN, SDN and or AAA if data is required. <table><tr><th>Item No.</th><th>Stock Part No.</th><th>Type</th><th>Qty. Shipped</th><th>NSP</th><th>Unit</th><th>Unit Price (\$)</th><th>Qty. Accepted *</th><th>Amount (\$)</th></tr><tr><td>1112</td><td>DSI99</td><td>MG</td><td>5</td><td></td><td>LO</td><td>666.00</td><td><div>5</div></td><td>3330.00</td></tr><tr><td colspan="2"><div>AAI</div></td><td><div>SDN</div></td><td><div>ACRN</div></td><td><div>GFE</div></td><td><div>Advice Code</div></td><td colspan="3"><div>Multiple Box Pack</div></td></tr><tr><td colspan="2"><div></div></td><td><div></div></td><td><div></div></td><td><div>N</div></td><td><div>H</div></td><td colspan="3"><div>N</div></td></tr><tr><td colspan="9"><div>Description</div></td></tr><tr><td colspan="9"><div>Spare Unit</div></td></tr></table> | Item No. | Stock Part No. | Type | Qty. Shipped | NSP | Unit | Unit Price (\$) | Qty. Accepted * | Amount (\$) | 1112 | DSI99 | MG | 5 | | LO | 666.00 | <div>5</div> | 3330.00 | <div>AAI</div> | | <div>SDN</div> | <div>ACRN</div> | <div>GFE</div> | <div>Advice Code</div> | <div>Multiple Box Pack</div> | | | <div></div> | | <div></div> | <div></div> | <div>N</div> | <div>H</div> | <div>N</div> | | | <div>Description</div> | | | | | | | | | <div>Spare Unit</div> | | | | | | | | |
| Item No. | Stock Part No. | Type | Qty. Shipped | NSP | Unit | Unit Price (\$) | Qty. Accepted * | Amount (\$) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1112 | DSI99 | MG | 5 | | LO | 666.00 | <div>5</div> | 3330.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>AAI</div> | | <div>SDN</div> | <div>ACRN</div> | <div>GFE</div> | <div>Advice Code</div> | <div>Multiple Box Pack</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div></div> | | <div></div> | <div></div> | <div>N</div> | <div>H</div> | <div>N</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Description</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>Spare Unit</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | <p>If you are adding ACRN(s), click ACRN tab.</p> <div><div>Header</div><div>Line Item</div><div>ACRN</div><div>Addresses</div><div>Misc. Info</div><div>Preview Document</div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Action Required Folder

Procedure The steps below are continued from the previous page.
(continued)

| Step | Action |
|------|---|
| 16 | <p>Verify the entries on the ACRN Worksheet.</p> <ul style="list-style-type: none"> • The acceptor may need to modify or add ACRNs. • This can be done by using several links identified with each ACRN <p>Currently displayed ACRNs can be modified by changing gtheir ACRN or ACRN Approved Amount fields.</p>  |
| 17 | <p>Return to the Header tab, and scroll to the bottom of the page.</p>  |
| 18 | <p>Confirm that the CQA and box is checked, and that the Date Received is correct. Then click the Submit button.</p>  |
| 19 | <p>View the verification screen.</p> <p>Success</p> <p>The Destination Inspection and Acceptance Receiving Report was successfully recalled and inspected.</p>  |